

Sample Inquiry Letter for Service Quotation Request

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position/Title]
[Service Provider Company Name]
[Provider Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request a quotation for [specific service(s) you require, e.g., "office cleaning services for our corporate headquarters"]. We are interested in engaging your company and would appreciate detailed information regarding your pricing structure, service inclusions, and any available packages.

Please find below the details of our requirements:

- **Scope of Services:** [Describe the specific services needed, e.g., "Daily office cleaning for 10,000 sq. ft. facility"]
- **Frequency:** [e.g., "Monday to Friday"]
- **Duration:** [e.g., "Initial contract of 12 months"]
- **Additional Requirements:** [e.g., "Eco-friendly cleaning products preferred; insurance information"]
- **Start Date:** [Desired start date]

Kindly include in your quotation the breakdown of costs, terms of payment, and any additional fees or conditions. If there are discounts for long-term contracts or bundled services, please specify.

We look forward to receiving your quotation by [desired response date]. If you require further information, please feel free to contact me at [phone number/email].

Thank you for your attention to this request. We anticipate the possibility of a mutually beneficial partnership.

Sincerely,
[Your Name]